

Creating a Cover Letter	Writing
<b>Theme:</b> Employment	<b>CLB Level:</b> 4/5
<b>Topic:</b> Job Preparation	<b>Competency:</b> Getting Things Done

Student Name \_\_\_\_\_ Date \_\_\_\_\_

**Instructions:** Using the nine essential skills listed below write a cover letter to be sent by email. An email has 5 parts: Recipient Subject Introduction Body Closing

The nine essential skills are:

Adaptability	Creativity and innovation	Problem Solving
Collaboration	Digital	Reading
Communication	Numeracy	Writing

Choose **two** essential skills and give an example of a time you used each skill.

Use this information to create the email cover letter on the next page.

Company Name	Sobey's Inc.
Address	450 Columbia Ave W., Waterloo ON N2T 3T4
Manager	John Smith
Email address	jsmith@gmail.com
Phone #	519-226-5555
Position	Stocking Shelves
Position #	H6040



To:

Cc:

Subject: